

**CORRECTIONS OFFICER II  
STUDY GUIDE**

A written examination for the class of **CORRECTIONS OFFICER II** to be administered in **BOGALUSA** on **JANUARY 21, 2010** will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the maintenance of equipment, property, and supplies, including verifying that equipment is tested and meets applicable standards.	7.0%
<b>RECORDS</b>  Knowledge of effective records-keeping practices, including preparation content, format, and control.	13.0%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, and direct the work of subordinates.	20.0%
<b>JAIL OPERATIONS</b>  Knowledge of the practices utilized in the daily operation of a jail facility, including booking, jail security, maintenance of facility, providing for daily needs of prisoners; and public relations.	60.0%

**REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

**PRIMARY REFERENCE MATERIAL**

**JAIL OFFICER'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 16th printing, 2008.

**FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

**STATE OF LOUISIANA JAIL STANDARDS**, Developed by the Governor's Prison System Commission, Louisiana Commission on Law Enforcement, April 20, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feelconstrained to limit examination questions to only that material which is available locally. Examination content, weighting ofsubject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.